



LEP STRATEGY COMMITTEE – AGENDA ITEM 5

Subject: Open Meetings
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Meeting date: Thursday 25th January 2018

Purpose

To confirm the meeting schedule for 2018, agree the dates of those meetings to be treated as open to members of the public, and confirm the process for operating open meetings.

Recommendations

The Strategy Committee is asked to

- a) Note the content of the report
- b) Agree the meeting schedule including the split of formal (Open) and informal (discussion) meeting dates

Background

1. In order to ensure that the LEP is operating with a high level of transparency and meeting the recommendations set out in the recent review of LEP Governance and Transparency by Mary Ney, the Board has agreed that formal sub-committees will like the Board itself, open up meetings to members of the public.
2. Dates for 2018 meetings of the Strategy Committee have previously been circulated and diarised (apart from the December meeting which is still to be agreed), and these are set out in the table below with dates alternating between (formal) Open meetings and (informal) closed Discussion Forums.
3. **Strategy Committee is asked to confirm the proposed meeting cycle including the dates of Open Meetings.** It should be noted that once agreed, there will be little flexibility in the dates of Open meetings as these will be published in advance on the LEP website.

Open Meetings*	Discussion Forums*
22 nd February	25 th January
24 th May	22 nd March
20 th September	26 th July
December date to be confirmed	22 nd November

*All meetings will be held 08:30 – 10:30am at Wyvern House

4. From time to time it will be necessary to consider items which are confidential or commercially sensitive. Accordingly Open Meeting agendas will be split in to two parts – Part I items for public discussion, and Part II for items to be discussed in private.



5. The agenda and papers for public meetings need to be published five days prior to the meeting date. Any member of the public wishing to attend will need to notify the LEP in advance including whether they want the opportunity to address the meeting.
6. Minutes from Open meetings also have to published (in draft) no more than five working days after the meeting date.
7. It is suggested that for the discussion forums, formal minutes as such will not be required, but a note of the meeting circulated to committee members afterwards.